R E P O R T R E S U M E S

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1967 INSTRUCTIONAL MATERIALS FOR TRADE INDUSTRIAL AND TECHNICAL OCCUPATIONS.

OHIO STATE UNIV., COLUMBUS, TRADE AND IND. EDUC.

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LESSON PLANS, INFORMATIVE MATERIALS FOR INSTRUCTORS, AND ASSIGNMENT SHEETS FOR LEARNERS ARE LISTED UNDER THE FOLLOWING HEADINGS--(1) INDUSTRIAL OCCUPATIONS. (2) SERVICE OCCUPATIONS, (3) HEALTH OCCUPATIONS, (4) RESEARCH AND PROGRAM EVALUATION, (5) SUPERVISORY TRAINING, (6) TEACHER IMPROVEMENT, (7) DIVERSIFIED COOPERATIVE TRAINING, AND (8) MISCELLANEOUS. EACH ITEM IS DESCRIBED, AND THE AVAILABILITY OF ANSWER BOOKS IS INDICATED FOR ASSIGNMENT SHEETS. A PRICE LIST IS INCLUDED. (EL)

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INSTRUCTIONAL MATERIALS

FOR

TRADE INDUSTRIAL AND TECHNICAL OCCUPATIONS

022217

OHIO TRADE AND INDUSTRIAL EDUCATION SERVICE

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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INSTRUCTIONAL MATERIALS

FOR

TRADE INDUSTRIAL AND TECHNICAL OCCUPATIONS

OHIO TRADE AND INDUSTRIAL EDUCATION SERVICE

Edited and distributed by the
Instructional Materials Laboratory
Trade and Industrial Education
The Ohio State University
College of Education
Columbus, Ohio 43210

THE INSTRUCTIONAL MATERIALS PUBLICATIONS

Contains Descriptions - of instructional materials developed by the Instructional Materials Laboratory, Trade and Industrial Education Service, College of Education, The Ohio State University, Columbus, Ohio.

Type Of Materials - The materials contained in this booklet have been designed to aid both the instructor and learner. They consist mainly of lesson plans or informative materials for the instructor and assignment sheets for the learner. Also included are two complete text books.

Using The Materials - In general, the organization of the class will govern how these materials will be used. In cases where enrollment is enough to warrant individual classes, and group instruction methods can advantageously be used, the Instructor's Manual becomes an indispensable aid. It should, however, be kept in mind that all classes will be made up of persons who possess varied individual differences and it is, therefore, poor teaching to rely entirely upon group instruction methods. For this reason, each member of the class should be supplied with a Learner's Manual so as to assist with individual learning.

When the class is composed of several years or levels of training, the instruction should be taught mainly on an individual basis and the old "country school house" method should be used. For such instruction, the Learner's Manual becomes the important aid. This does not imply that there is no place for using group instruction techniques. On the contrary, the class should be brought together as a group for points of common and general interest. For this purpose, the Instructor's Manual will undoubtedly be found to be of great value.

Order Information

ORDERS SHOULD BE PLACED WITH:

Instructional Materials Laboratory
1885 Neil Avenue
The Ohio State University
Columbus, Ohio -- 43210

Remittance should accompany all individual orders.

CHECKS OR MONEY ORDERS SHOULD BE MADE TO:

THE INSTRUCTIONAL MATERIALS LABORATORY

Shipping directions should be given indicating whether material is to be sent parcel post, express, or freight.

ALL CURRENCY SENT BY MAIL AT SENDER'S RISK

Order forms are included in the last pages of this catalog.

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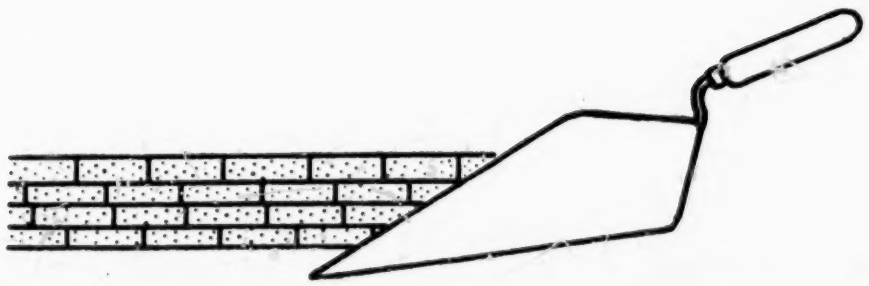
INDUSTRIAL

OCCUPATIONS

Bricklaying



BRICKLAYING - Learner's Manual - BRLM-1
(49 individual assignments and reviews,
approximately 1st and 2nd years work)

This manual has been designed to assist the instructor with the teaching of related technical knowledge for the bricklaying trade. It has been especially constructed for related apprenticeship training and includes the first two years of related instruction. It will be of assistance when using group instruction methods, and of even greater value when using individual instruction procedures.

Comprehensive objective reviews or tests are spaced periodically throughout the manual to provide a "check" on individual progress and ability.

The manual contains such assignments as: Apprenticeship; Safety; The Story of Brick; Fundamentals of Brickwork; Properties of Mortar and Mortar Joints; Layout; Bricklaying Trade Terms; Foundation Walls; Freehand Drawing; Bonding; Tile; Block; Cornices; Cleaning Brickwork; Blueprint Reading; Mathematics; etc.

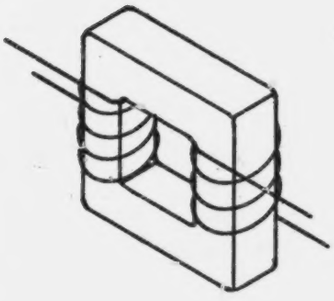
BRICKLAYING II - Learner's Manual - BRLM-2
(39 individual assignments and reviews,
approximately 3rd and 4th years work)

The Learner's Manual is designed to cover approximately the 3rd and 4th years of apprenticeship instruction. There are numerous reproductions and drawings and photographs intended to help the student.

This manual contains such assignments as: Stonework; Cornices; Efflorescence; Moisture Proof Walls; Steps; Principles of Brick Fireplaces; Chimneys; Spiral Columns; The Ellipse; Glass Block; Masonry; Art in Brickwork; Brick Veneer; Rolok Courses; Arches; Blueprint Reading; Mathematics; etc.

BRICKLAYING - Answers - BRA-1
BRICKLAYING - Answers - BRA-2

Electricity



BASIC ELECTRICITY - Instructor's Manual - ELIM-1
(38 separate related lessons, 12 individual jobs, approximately 60 hour course)

A complete course in the form of lesson plans designed to aid both the related and shop instructor in the presentation of the principles of basic electricity. Each lesson is complete in itself and incorporates the introduction, presentation, application, and follow-up steps of good teaching. Basic experiments for group or individual demonstration are used throughout. This manual is an invaluable aid when teaching in-school, trade extension or apprenticeship groups. Course covers only the necessary basic principles needed.

BASIC ELECTRICITY - Learner's Workbook - ELLM-1
(38 individual assignment sheets and 12 job sheets)

Individual assignments designed to give the learner a thorough understanding of basic electricity. The material is so organized that it can be used in conjunction with the instructor's manual for group instruction or it can be used by itself for individual instruction. It contains such assignments as: The Complete Circuit; Paths For The Electric Current; Sources of Electrical Energy; Frictional Or Static Electricity; Resistance In Conductors; Ohm's Law; Controlling Current By Resistance; Heating Effect Of Current; Safeguarding The Circuit; The Simple Cell; The Dry Cell; Connecting Cells; Magnets And Magnetic Fields; Electromagnets; etc.

BASIC ELECTRICITY - Experiment Manual - ELEX-1

A series of simple but highly important experiments designed to accompany the basic electricity course. These experiments can be utilized to give either individual or group demonstrations. A list of needed equipment, none of which is difficult to obtain, is contained at the start of the manual. Each experiment is correlated with the lesson plans or the learner's manual so as to assure a thorough understanding of the subject.

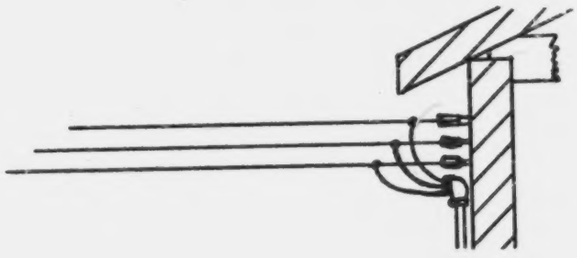
Electricity

(Continued)

BASIC INSTRUCTIONAL UNITS FOR THE ELECTRICAL TRADE - ETIM-2

This manual contains a suggested course outline for basic electricity and basic electronics. It is designed to aid the instructor in developing a more complete course of study in these areas. In addition to the course outline it contains suggested jobs and problems which should be supplemented by additional and alternate jobs designed to meet local needs.

Residential Wiring



RESIDENTIAL WIRING - Learner's Manual - ELLM-7
(37 individual assignments, including 5 reviews
and a general review)

This manual is a part of a series of instructional materials which has been developed in the field of electricity and electronics. The series consists of materials which will aid both the instructor and the learner in the presentation and mastery of related technical information.

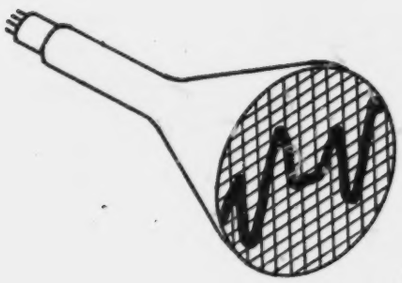
The assignments cover the following subjects: Safety; History of Electricity; Apprenticeship Standards and Electrical Standards; Basic Principles and Measurements; Overcurrent Devices; Wiring Branch Circuits and Service Entrances; Adequate Wiring, Lighting, and Motors; Exercises embracing various types of installations; House Wiring and Farm Wiring. A number of Review Sections are provided at various appropriate points during the course and the last assignment provides a final review.

This book is recommended for related instruction for the training of apprentices as well as for a unit of work for the in-school electrical trade program.

RESIDENTIAL WIRING - Answers - ELA-7

This answer book has been compiled for use with the Residential Wiring Learner's Manual. Answers to all assignment questions are contained in this publication. The assignment sheets in the answer book are numbered to correspond to the assignment sheets in the Learner's Manual.

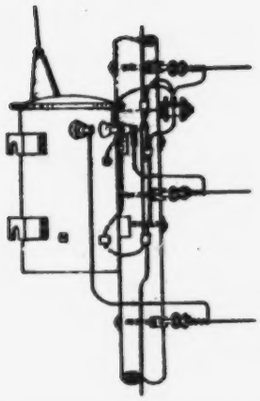
Electronics



ELECTRONICS - Learner's Manual - ELLM-14

A learner's manual for the teaching of basic electronics including assignment and work sheets. It is based on the well-known text Industrial Electricity, by Nadon and Gelmine, published by the D. Van Nostrand Book Company. It is desirable that learners have a knowledge of basic electricity before taking this course. Basic Electricity, Learner's, Instructor's, and Experiment Manuals, Ohio Trade and Industrial Instructional Materials Laboratory, are recommended.

Electric Lineman



ELECTRIC LINEMAN TRAINING

A series of printed, plastic bound manuals developed cooperatively by Ohio Electrification personnel and Rural Electrification Job Training and Safety Instructors throughout the nation. The manuals were edited by a Committee consisting of past presidents of the National Rural Electrification Job Safety and Training Conference.

ELECTRIC LINEMAN TRAINING, SERIES 100 - Learner's Manual - ELTL-8

The Series 100 Manual includes forty-five basic job training procedures and fifty-four assignment sheets. Emphasis is placed on safe working procedures.

ELECTRIC LINEMAN TRAINING, SERIES 200 - Learner's Manual - ELTL-9

The 200 Series Manual includes fifty-five job training procedures and fifty-six assignment sheets. Safety is stressed throughout the manual.

ELECTRIC LINEMAN TRAINING, SERIES 300, Learner's Manual - ELTL-10

The 300 Series Manual includes twenty-one job training procedures and twenty-nine assignment sheets. This manual is designed to cover the more advanced jobs and technology of the line craft.

ELECTRIC LINEMAN TRAINING, SERIES 400 - Learner's Manual - ELTL-11

The 400 Series Manual includes thirty job training procedures and forty-one assignment sheets on line craft skills, essential technical information and safe working practices in order to qualify for a lineman first class and for a foreman to effectively supervise line craft work.

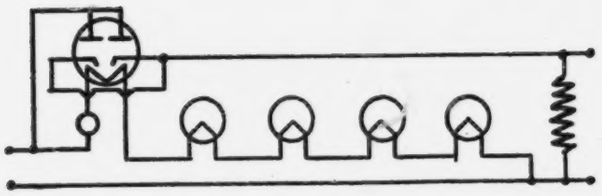
Answer books are made available for each series as they are published.

ELECTRIC LINEMAN TRAINING, SERIES 100 - Answer Book - ELTA-8

ELECTRIC LINEMAN TRAINING, SERIES 200 - Answer Book - ELTA-9

ELECTRIC LINEMAN TRAINING, SERIES 300 - Answer Book - ELTA-10

ELECTRIC LINEMAN TRAINING, SERIES 400 - Answer Book - ELTA-11



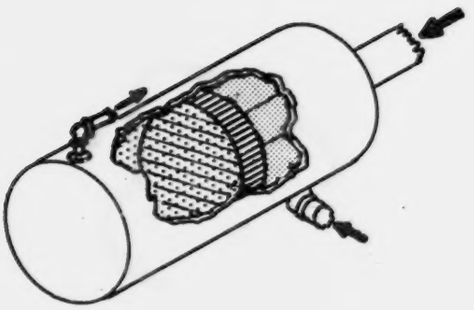
UNDERSTANDING RADIO - Instructor's Manual - ELIM-5
(25 units of instruction)

A manual to give the instructor an abbreviated lesson plan when using group instruction methods for the teaching of a course in radio. The lessons are correlated with the assignment sheets found in the Learner's Manual, and a combination of both will greatly aid in the teaching of both shop and related information for the radio trade. The manual includes a list of reference reading for each lesson. A series of "guide posts" for effective presentation calls attention to visual aids and models, and lists the assignment sheets which will aid in the mastery of each lesson. A valuable aid when using the group instruction methods of teaching in-school or trade extension or apprentice groups.

UNDERSTANDING RADIO - Learner's Manual - ELLM-5

This manual consists of 60 individual assignments which make up a beginning course in radio. Each assignment covers a fundamental, easily understandable lesson and is correlated with the Instructor's Manual. The material is excellent for individual as well as group instruction use. It will be found of value when instructing school, trade extension, or apprenticeship groups.

Hydraulics



BASIC HYDRAULICS - Learner's Manual - HYLM-1

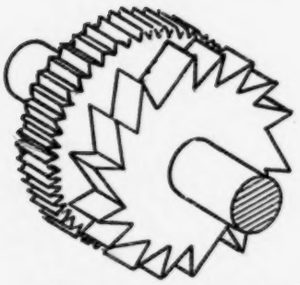
Basic Hydraulics, Learner's Manual, has been developed to meet an expressed need for basic training materials for the training of maintenance personnel and others involved with the use of hydraulics. The need for such a manual was made known by a number of industries through the Statewide Instructional Materials Advisory Committee.

A Statewide Hydraulics Curriculum Committee was organized to study the need further and to plan an approach. As a first step, an outline was developed of the recommended topics to be covered in a basic hydraulics course. All available training materials were then collected and reviewed by the committee in light of the outline. After thorough study of available materials, the committee decided that a course could be organized around the three basic texts listed in the manual.

The manual contains nearly 100 pages and has twenty-five assignments based on available text materials. It also contains hydraulic symbols and a glossary of terms.

BASIC HYDRAULICS - Answer Book - HYLA-1

The Basic Hydraulics Answer Booklet has been fabricated for use with the Basic Hydraulics Learner's Manual. The answers to all assignment questions found in the Learner's Manual are contained in this booklet and assignment sheets are numbered to correspond with those in the Basic Hydraulics Learner's Manual.



Machine Trades

The following machine trades learner's manuals are designed so as to aid either group or individual instruction. They consist of a series of assignment sheets which take the student in easy, progressive steps from the simple to the complex. Each assignment lists several up-to-date texts as reference material, anyone of which will satisfactorily supply the required information for completion of the questions.

These manuals are excellent for in-school related work, apprenticeship and trade extension type training.

MACHINE TRADES I - Learner's Manual - MTLM-1 Revised 1965

This manual covers the following trades: Bench Work; Drilling Machine Work; Engine Lathe Work; Turret Lathe Work; and Power Saw Work.

Numerous reproductions of drawings and photographs are provided to help the student, in the belief that "one picture is worth a thousand words."

A comprehensive objective review, or test, follows each unit to provide a "check" on individual progress and ability.

MACHINE TRADES II - Learner's Manual, Second Edition - MTLM-2
(153 assignments)

This manual is a companion volume to Machine Trades I. The Learner's Manual MTLM-2 contains the following trade areas: Shaper Work; Milling Machine Work; Planer Work; Grinder Work; Metallurgy; Heat Treating; and Gears and Gearing.

MACHINE TRADES - Answer Book - MTA-1
MACHINE TRADES - Answer Book, Second Edition - MTA-2

These answer books have been compiled for use with the Machine Trades I and Machine Trades II Learner's Manuals. Answers to all assignment questions are contained in these publications. The assignment sheets in the answer books are numbered to correspond to the assignment sheets in the Learner's Manuals.

JIGS AND FIXTURES - Learner's Manual - MTLM-3
(29 assignments)

This manual covers elementary design as it applies to the designing of simple jigs and fixtures. Plates are furnished for the learner's drawing of each assigned jig or fixture. This manual is recommended for both group and individual instruction methods.

Machine Trades

(Continued)

BASIC INSTRUCTIONAL UNITS FOR THE MACHINE TRADES - MTIM-4

This course outline has been produced as an instructional aid for adult and in-school instructors to be used in conjunction with MACHINE TRADES I & II, LEARNER'S MANUALS. The manual contains titles of preparatory steps; basic and supplementary operations for manipulative work; titles of assignment sheets for basic and supplementary items of trade technology; and suggested progress chart headings for manipulative work.

MACHINE TRADES JOBS AND JOB SHEETS

The following 100-Series and 200-Series jobs progress from the simple to the complex and cover the complete range of basic operations in the machine trade. The material consists of drawings for the job and job sheets which provide detailed information about the job. The drawings are printed on a vellum type paper so that blue prints can be made for shop use.

This material is an excellent aid for the teacher in the manipulative phase of the vocational machine trade course. Jobs may be purchased individually in the 100-Series and 200-Series or in bound sets.

100- Series - Machine Trades Jobs and Job Sheets

A bound set of twenty-four Series 100 jobs - MJJS - 100.

These jobs are selected for first year students in the vocational machine trade course. Bound copies are recommended for instructor use only and the drawings should not be removed from the bound copies due to difficulty in replacing them. Order individual copies for student use, or for purposes of reproduction for student use.

MJ-101 Drill Point Gage
MJ-102 Center Gage
MJ-103 Tool Bit Gage
MJ-104 Scriber, Double Pointed
MJ-105 Parallels
MJ-106 Clamp Strap
MJ-107 U-Clamp Strap
* MJ-108 Step Block
MJ-109 Drill Press Vise
• MJ-110 Drill Press Vise, 3"
* MJ-111 V-Block, 4"
MJ-112 C-Clamp
MJ-113 C-Clamp, Heavy Service
• MJ-114 Angle Clamp V-Block
• ▶ MJ-115 C-Clamp (Cast iron frame)
MJ-116 Parallel Clamp
MJ-117 Bench Block
MJ-118 Trammel Points
MJ-119 Fly-Cutting Adapter
MJ-120 Standard Lathe Mandrel
• ▶ MJ-121 Drill Press Vise, 2"
• ▶ MJ-122 Angle Plate, 3 3/8"
• ▶ MJ-123 Surface Plate, 3 3/4" x 5 3/4"
• ▶ MJ-124 Surface Plate, 8" x 10"

* Job requires round or square casting, but our supplier cannot furnish. These can be secured through your local foundry.

• Information regarding castings for these jobs may be secured by writing the Instructional Materials Laboratory.

▶ Prints are available for these jobs, but job sheets are not included.

200-Series - Machine Trades Jobs and Job Sheets.

A bound set of twenty-six Series 200 jobs - MJJS - 200

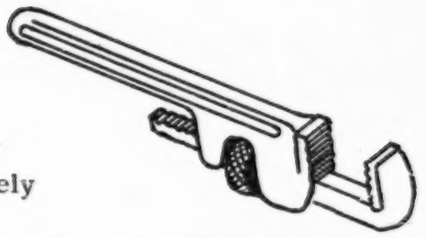
The Series 200 Jobs consist of 26 advanced machine trade jobs suitable for second year students in the vocational machine trade course. Bound copies are recommended for instructor use only and the drawings should not be removed from the bound copies due to difficulty in replacing them. Order individual copies for student use, or for purposes of reproduction for student use.

MJ-201 Boring Bar Holder
MJ-202 T-Tap Wrench
MJ-203 T-Tap Wrench
MJ-204 Tap Wrench
MJ-205 Adjustable Boring Head
MJ-206 Die Stock
MJ-207 Center Drill Chuck
MJ-208 Gear puller
MJ-209 Hand Knurling Tool
MJ-210 Planer Jack
● MJ-211 Machine Screw Jack
●► MJ-212 Grinder, Ball Bearing
● MJ-213 Screw Jack
MJ-214 Screw Jack
● MJ-215 8" Wood Lathe
● MJ-216 Grinding and Polishing Arbor
MJ-217 Milling Machine Jack
● MJ-218 4" Machinist Vise, Round Beam
MJ-219 5" Sine Bar
MJ-220 Live Center, Ball Bearing
● MJ-221 Utility Vise
MJ-222 Surface Gage
MJ-223 Step Block
●► MJ-224 2-1/2" Machine Vise, Round Beam
●► MJ-225 Woodworking Vise, 10"
●► MJ-226 4" Machinist Vise, Square Beam

● Information regarding castings for these jobs may be secured by writing the Instructional Materials Laboratory. These make excellent advance production type jobs.

► Prints are available for these jobs, but job sheets are not included.

Plumbing



PLUMBING I - Learner's Manual - PLLM-1
(59 individual assignments, approximately
1st, 2nd, and 3rd years' work)

The purpose of this manual is to aid the instructor and learner in the teaching of related information for the plumbing trade. It is so designed as to enable instruction to be given on an individual or group basis, depending upon the make-up of the class. There is no instructor;s manual to accompany this material, however, the assignment sheets themselves can be used as the instructor's guide when group instruction methods are used.

The manual contains such assignments as: Laws and Regulations Governing Apprenticeship Training; Trade Safety; Municipal and Private Sewage Disposal; Sewer and Pipe Materials; Joints in Clay and Iron Pipe; House Sewers and Drains; Wiping Joints and Lead Work; Kinds and Uses of Soil and Waste Pipe; Traps Used in Plumbing Systems; Code; Ventilation of Plumbing Systems; Blueprint Reading; Mathematics; etc.

PLUMBING I - Answers - PLA-1

PLUMBING II - Learner's Manual - PLLM-2
(51 individual assignments, approximately
4th and 5th years' work)

A continuation of Part I with the emphasis placed on blueprint reading, shop work, and residential hot water heating.

Contains such assignments as: Taking Off Quantities; Wiping Joints and Lead Work; Sketching; Using Specifications; Practical Problems; Boilers, Steam Radiator and Coils; Vapor Heating; Vacuum Systems; Pumps; Valves; Unit Heaters; Hot Water Heating Systems; Forced Hot Water Systems; Radiant Heating; etc.

TENTATIVE OUTLINE OF A COURSE OF STUDY IN PLUMBING
SHOP PRACTICE - PLCO-1

This course of study was prepared as resource material for instructors of plumbing apprentices in the building trade. It is intended for indentured apprentices engaged in the plumbing trade and working for a recognized plumbing contractor. It cannot be considered as final and complete and is always subject to change.

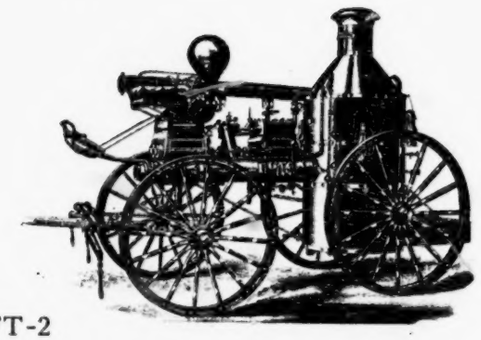
TENTATIVE OUTLINE OF A COURSE OF STUDY IN
PLUMBING TECHNOLOGY - PLCO-2

The specific objectives of this course are as follows: (1) to develop an understanding of the principles related to the operation of pumps, levers, pulleys, machines, forces, etc.; (2) to develop the ability to solve the technical, mathematical, and science problems of the trade; (3) to develop the ability to interpret the plumbing regulations and to apply the provisions of the code in a practical way when put on the job.

SERVICE

OCCUPATIONS

Fire Service Training



FIRE SERVICE TRAINING - Textbook - FT-2

This is a textbook designed to give necessary information for the training of competent volunteer and paid fire fighters. There are over four hundred pages with over 500 illustrations and charts showing and explaining proper fire fighting tactics, procedures and evolutions. This book is designed and used as the text for the statewide thirty-six hour basic and the advanced fire service training course. However, it will be found to be a valuable reference book for anyone who deals with the fighting of fires, and is used by many for self-study and improvement.

The contents of this manual include: Community Fire Defense; Chemistry of Fire; Classification and Use of Fire Extinguishers; Water as Used in Fire Fighting; Fire Hydrants; Standpipe and Hose Systems, Sprinkler Equipment and Automatic Alarms; Fire Pumps; Fire Hose; Tools and Equipment; Rope in the Fire Service; Ladders; Gas Masks; Advance Information, the Alarm; Size-Up; Forcible Entry; Rescue; Exposures and Confinement; Fire Extinguishment; Ventilation; Salvage; Overhaul and Pick-up; Care of Apparatus, Driving Suggestions, the Run; Post-Mortem Conference; Fire Detection and Arson Investigations; Radiation Hazards; Inspections.

FIRE SERVICE TRAINING - Instructor's Manual - Basic Course - FTIM-2 .

Contains twenty-six detailed teaching guides for the basic course and is keyed to the Fire Service Training textbook. These teaching guides will serve as a plan for the instructor when utilizing the group instruction method. This manual is an indispensable instructional aid to both the experienced and new instructor and is correlated with the above mentioned textbook.

FIRE SERVICE TRAINING - Learner's Workbook - Basic Course - FTLM-2
(26 assignments)

These 26 assignments break the Fire Service Training textbook down into easily understandable lessons. an excellent aid for individual or group study, as well as preparing for promotional exams, for this specialized subject. Each of the assignments may be thought of as a "digestible" part of learning easily comprehended by the average person. Excellent for DEPARTMENT and BRIGADE basic training, class study, of self-study and improvement when used with the above mentioned textbook in the basic training course.

Emergency Victim Care And Rescue Training

EMERGENCY VICTIM CARE AND RESCUE TRAINING - Textbook - EVCR
Revised 1965

A major revision of a previous publication, this text reflects the most recent medical findings about closed heart compression, artificial respiration, maneuvering auto accident victims onto backboards, and other new materials. This edition is over 300 pages with 404 illustrations. Medical aspects were thoroughly reviewed by physicians who are experts in their various specialties. Many emergency rescue procedures have been added, and materials which appeared in the original edition have been amplified.

Chapter titles for the revised manual are as follows: Emergency and Rescue Vehicles; Equipment; Personnel; Operations; Safe Driving Practices; Controlling the Situation; Childbirth; Common Squad Emergencies; The Mentally Disturbed Patient; Resuscitation; Oxygen Therapy; Closed-Chest Heart Compression; Use of Backboards; Rescue Carries and Drags; Aerial Ladder Rescue Procedures; Forcible Entry; Gas Masks; Electrical Emergencies; Cutting Torches; Rope and Rigging; Shoring and Tunneling; Waterfront Operations; Unusual Situations; Records and Reports; Post Mortem Conferences: Legal Aspects.

Custodial Training

CUSTODIAL TRAINING - Learner's Manual - CTLM-1

The Custodial Training Learner's Manual has been designed to give building custodians a better understanding of many of the problems involved in providing adequate building services. It brings together, in an organized program, many ideas, practices, and suggestions which have been used with success in various parts of the country. These have been collected from numerous magazine articles, conference reports, proceedings of professional organizations, professional literature, and from reported experiences of qualified people in this field.

The materials contained in this manual will serve as an up-to-date source of information covering the practices and techniques of building care. The content of this manual is adaptable for the training of custodians in any type of building, whether it be an office, school, industrial establishment, institution, hotel or public building.

This manual contains 165 pages, including a bibliography. The chapter on Work Schedules covers the routine jobs and the frequency each of the 15 major areas should be cleaned. Sample work schedules covering the 15 areas are included. Fifteen blank work schedule handouts are bound into the back of each manual to be used as work sheets by the custodian trainee in planning his own work schedule.

Law Enforcement Officer Training

LAW ENFORCEMENT OFFICER TRAINING, BASIC COURSE - UNIT I,
Learner's Manual - LELM - 1

This manual is designed for use in the Law Enforcement Training Program of the Ohio Trade and Industrial Education Services which is to provide the law enforcement officer with the skills and technical knowledge essential in carrying out his duties. It provides the necessary learner instructional material which will serve as an up-to-date and comprehensive source of information, covering the practices and techniques of the following procedures: Acquiring and Maintaining Uniform; Patrolling On Foot - Daytime - Nighttime; Patrolling In An Automobile - Daytime - Nighttime; Handling Misdemeanors Witnessed By Officer; Handling Misdemeanors Not Witnessed By Officer; Handling Felonies; Handling Traffic Violations; Handling Traffic Accidents; Arresting; and Testifying in Court. The manual contains practices which have proven successful in organized training programs in various sections of the country.

LAW ENFORCEMENT OFFICER TRAINING, BASIC COURSE - UNIT I,
Instructor's Manual - LEIM-1

This instructor's manual contains the teaching guides for each of the training procedures contained in the Learner's Manual, Basic Course - Unit I, and also the training procedures. The teaching guides have been developed to serve as a teaching plan and to provide additional aids and methods for instructing the course. This manual is an indispensable aid to the new instructor and of great help to the experienced instructor in guiding the instruction.

LAW ENFORCEMENT OFFICER TRAINING, BASIC COURSE - UNIT II,
Instructor's Manual - LEIM - II

This manual contains the teaching guides for each of the training procedures contained in the Learner's Manual, Basic Course, Unit II.

LAW ENFORCEMENT OFFICER TRAINING, BASIC COURSE - UNIT II,
Learner's Manual - LELM - II

This manual is designed for advanced training in the areas covered by Basic Course, Unit I.

School Bus Driver Training

SCHOOL BUS DRIVING - Learner's Manual - SBLM-1

This School Bus Driving manual has been designed to give drivers a better understanding of the many responsibilities involved in providing safe and economical pupil transportation services. It brings together, in an organized program, many ideas, practices, and suggestions, which are being used in other parts of the country. Numerous manuals, conference reports, and professional literature, were reviewed for ideas and discussions were held with many experienced people in the field of pupil transportation.

The intent of this manual is to provide the necessary instructional material, which will serve as an up-to-date source of driver information and proper procedures necessary for driving a school bus.

HEALTH OCCUPATIONS

Health Occupations

NURSING PROCEDURES FOR THE PRACTICAL NURSE - Learner's Manual - NPPN-1

Nursing Procedures For The Practical Nurse is a learner's manual designed to assist in the teaching of those principles of nursing which are normally the responsibility of the practical nurse. It has been developed by a representative committee of coordinators and instructors of practical nurse programs, who are experienced in formulating efficient methods of nursing education

With over 100 illustrations, this 497-page manual contains 81 procedures and 68 assignment sheets. Each assignment sheet serves as a study guide covering the corresponding procedure(s) and the most essential information in the assigned references. The manual is organized to provide effective instruction in the pre-clinical and clincial phases. It will also be very useful for reference and review by the practical nurse after she is employed and for use in refresher courses. An individual progress record sheet provides an aid in keeping an accurate record of each student's assignment sheet progress.

This manual is an invaluable aid and timesaver for the instructor, and will improve the program of instruction in the training of practical nurses.

NURSING PROCEDURES FOR THE PRACTICAL NURSE - Answer Book - NPA-1

NURSING ARTS PRACTICE - NALM-1 (64 topics)

A manual of basic nursing procedures for students in nurse's aide training programs. Each procedure sheet gives: purpose, equipment needed. a step by step breakdown of the procedure, and important points to remember. These procedure sheets have been developed over a period of years by the Cleveland Public Schools Practical Nurse Staff and the Cleveland Hospital Council. Manuals are printed and plastic bound.

HOSPITAL HOUSEKEEPING INSTRUCTOR'S GUIDE - HHIG-1

This is a manual of procedures for developing an organized training program for hospital housekeeping personnel. It is equally adaptable for establishing training programs in housekeeping in any type of institution or organization. It contains 43 job breakdowns relating to housekeeping, sections on setting up an instructional program, general instructions and sample forms and reports to be used in the training program. The guide can be used for individual or group instruction. In addition to training new personnel, this guide will prove valuable in raising the proficiency level of an existing staff of housekeepers

HOSPITAL HOUSEKEEPING TRAINING PACKET - HHTP-2

As an aid for instruction, sample reports and forms in the Hospital Housekeeping Instructor's Guide are available in blank form A packet of these consists of 10 copies each of the Skill Inventory and Classroom Record, and 50 copies of the Individual Employee Record, an adequate supply for a staff of fifty.

RESEARCH AND PROGRAM EVALUATION

Research and Program Evaluation

FACILITIES AND EQUIPMENT FOR TRADE AND INDUSTRIAL PROGRAMS - 1966 - MIS-19

This manual provides boards of education, school administrators, vocational directors and supervisors of Trade and Industrial Education and others responsible for the initial planning of trade and industrial facilities, with authoritative information as a guide to shop planning. Sound suggestions are offered from the important stage of planning to the physical layout in terms of size, with recommendations concerning height of ceilings, size of entrances, lighting and storage requirements, etc. A suggested equipment list for each area is also included. There are 132 pages of modern guide lines for those school systems planning new or revised facilities.

USING TELEVISION FOR INDUSTRIAL SUPERVISORY DEVELOPMENT - MIS-12

A report on Using Television for Industrial Supervisory Development is a booklet outlining the methods and results of using the television screen as a teaching medium.

Through the combined efforts of the Ohio Trade and Industrial Education Service, the Foremen's Club of Columbus, the Columbus Public Schools, The Ohio State University Television Station WOSU-TV, and a number of individuals who were interested in the total program of producing more competent leadership in industry, an attempt was made several years ago to open new horizons of supervisory development through television.

This brochure serves as a permanent record of the study made at that time and should act as an aid to others who wish to use television as a device to teach.

Research and Program Evaluation

(Continued)

OHIO CAN MEET THE EDUCATIONAL CHALLENGE OF THE 60'S - RESEARCH BULLETIN #1 - MIS-14

This bulletin is based on a doctoral research study by Carl J. Schaefer, entitled "A Study to Determine a Master Plan for Post Secondary Vocational-Technical Education for the State of Ohio." 1959.

This bulletin summarizes this research which proposes to assure all Ohio residents, rural and urban, the opportunity to prepare themselves for entrance into the state's expanding industrial empire. The main features of this study consist of: (1) the development of a set of criteria to guide in the establishment of post-secondary vocational-technical institutions, (2) the creation of a firm basis for the best possible statewide program of vocational-technical education, and (3) the presentation of a concrete plan including geographic regions, curricula, facilities, financing, and legislation for vocational-technical institutes in the great state of Ohio.

TRADE AND INDUSTRIAL EDUCATION
PROGRAM ANALYSIS QUESTIONNAIRE
MIS-13

This is an analysis questionnaire for analyzing a local trade and industrial education program. It is a series of evaluative questions, the answers to which tend to analyze one phase of the program. Following each evaluative question is a series of checklist questions, the markings of which are intended to provide the factual basis for the choice of an answer to the evaluative question.

Research and Program Evaluation

(Continued)

LET'S FIND OUT THROUGH A TRADE AND INDUSTRIAL EDUCATION COMMUNITY SURVEY - MIS-3

This booklet is an outline of a method of determining, by survey, whether or not a vocational trade and education program should be established in a community.

It was developed as a result of notable increases in requests for trade and industrial programs from smaller and less industrialized communities. As a result, a more efficient community survey procedure had to be found. The procedure which is described in this brochure was developed by members of the state supervisory staff at a two-day conference in Granville, Ohio. Revisions were made in the procedure as surveys were conducted, resulting in this outline in its present form.

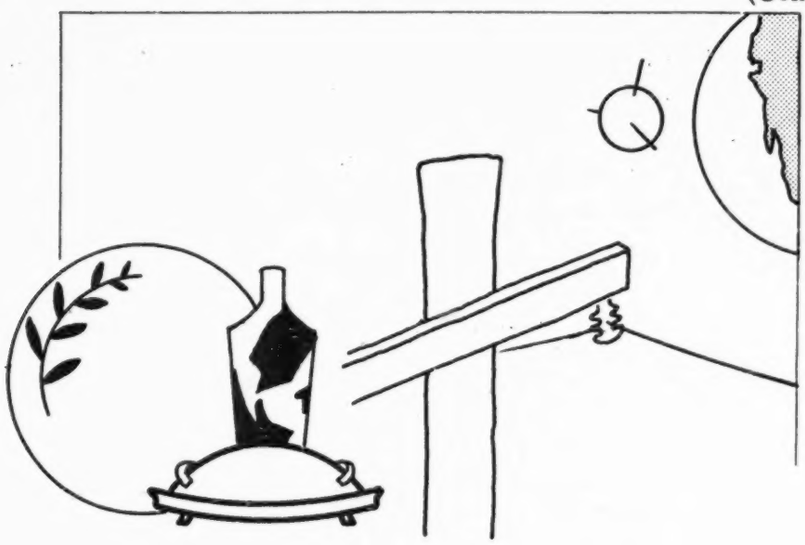
PRACTICAL NURSE EDUCATION IN OHIO
RESEARCH BULLETIN #3 - MIS-16

This bulletin is based on a doctoral research study by Gordon G. McMahon, entitled "Comparison of Work Assignments With Training in Ohio Public Schools of Practical Nursing." Western Reserve University, 1963.

The bulletin summarizes a study which was made to determine whether schools are offering training which prepares the graduate to perform the duties assigned in her daily work.

Research and Program Evaluation

(Continued)



CERAMIC TECHNOLOGY
RESEARCH BULLETIN #2 - MIS-15

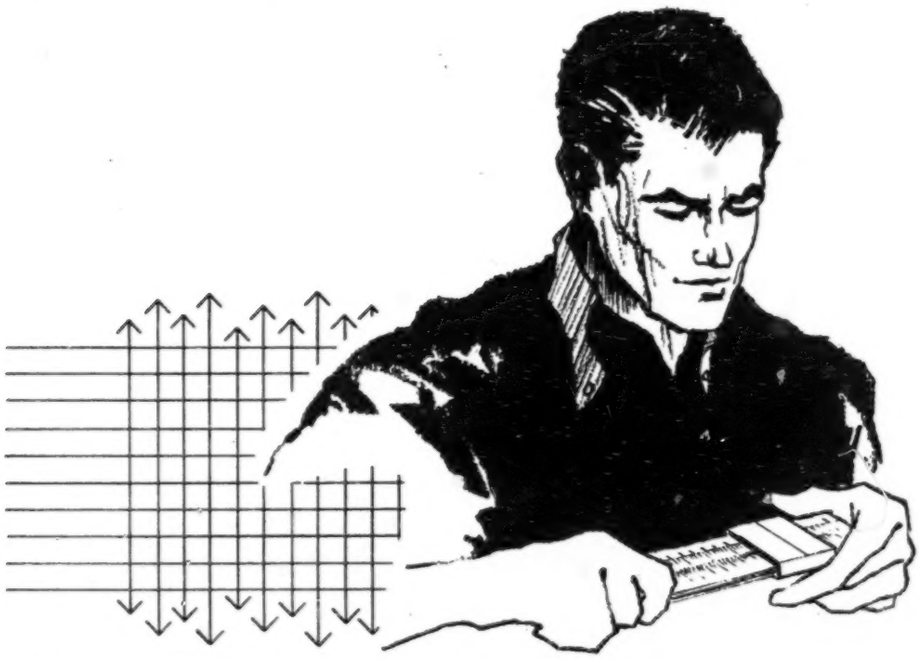
This bulletin is based on a doctoral research study by Robert Charles Fritz, Ohio State University, 1960.

It provides an overview of a comprehensive research study in the field of Ceramic Technology within the United States. The major purpose of the study was to provide a basis for the development of a curriculum in any one of the several industrial areas of instruction. This may be at the secondary Industrial Arts (general education) level or the high school and post high school skilled occupation and technician level of vocational instruction.

The detailed sections on Composition and Preparation of Ceramic Materials, Processing Methods and Testing Procedures will be particularly useful to a teacher in planning for instruction in ceramics.

Personnel of industry who find a need for a detailed analysis of the ceramics field will also find this bulletin useful.

Research and Program Evaluation



FACTORS CONTRIBUTING TO STUDENT ACHIEVEMENT IN TRADE AND INDUSTRIAL EDUCATION - MIS-18

This study was developed in an attempt to discover: (1) who is teaching in Ohio Trade and Industrial Secondary Education (2) what is his or her background and preparation (3) if there is any relationship between the amount of money spent per student and quality programs (4) if local supervisors' ratings describe quality programs (5) what are the behavior characteristics of Trade and Industrial Education teachers (6) what differences exist between specific areas of the many Trade and Industrial programs, and (7) what factors appear to be significant in quality programs.

Findings are presented in a 121 page attractively bound report which discloses many characteristics of the Trade and Industrial Education teachers. Traits indicated by an Opinion, Attitude and Interest Survey are reported for teachers in sixteen trades. Eleven traits including Achiever Personality, Intellectual Quality, Creative Personality, Social Adjustment, Emotional Adjustment, Masculine Orientation, Business Interest, Humanities Interest, Social Science Interest, Physical Science Interest and Biological Science Interest were used in forming a profile for these teachers.

The conclusions and recommendations will be of special interest to individuals responsible for selection of teaching personnel.

SUPERVISORY TRAINING

Instructor Training

INSTRUCTOR TRAINING - Leader's Manual - STIM-1
(12 units of instruction, to be covered
in approximately 15 clock hours)

The course outlined here has two basic objectives. First, to provide the future tradesman-instructor with an approved method of instruction based on the laws of learning which will enable him to teach others the related technology or the manipulative skills of his trade.

Second, to build a corps of qualified, trained instructors for trade, public service, and industrial occupations in the adult training field.

A series of charts accompany the instruction plans and are to be used by the instructor-trainer as teaching aids in presenting his course of instruction.

The appendix contains hints and suggestions to the instructor trainer for the improvement of the instructor training course and handouts to aid in conducting the course.

INSTRUCTOR TRAINING - Handouts - STLM-1

A portfolio of 19 handout sheets designed to be used in conjunction with the Instructor Training Course (STIM-1). Each sheet "points up" some highly important information contained in the course.

HUMAN RELATIONS TRAINING - Leader's Manual - STIM-2
(10 hours, 5 - 2 hour sessions)

The development of this course is based on the belief that the fundamental principles of good supervisor-employee relations can be analyzed and expressed in concrete, workable elements which simplify and clarify the complicated subject of human reactions. The material presented has been drawn from the work experience of successful supervisors who have recognized and practiced the principles of good human relations. A step-by-step lesson break-down of each session. A complete leader's guide which assures a good job of instruction from the start.

HUMAN RELATIONS - Handout Sheets - STLM-2
(15 sheets in series)

A visual tie-in with the Leader's Manual. These sheets are designed to emphasize important points in presenting the course and will stimulate the interest and motivation of the group.

HUMAN RELATIONS - Flannel Board Cards - STFC-2

A set of 42 cards to be used by the leader in the presentation of the human relations training program. Each card is keyed for use with the manual.

HUMAN RELATIONS - Tape Recordings - STTR-2

Recordings of the cases which are to be presented by the leader may be procured on tape or records.

Conference Leadership

LEADERSHIP IN DISCUSSION TECHNIQUES - Leader's Manual - STIM-6

This manual has been prepared as an aid to the prospective conference leader who will be engaged in leading conferences in his own or other organizations. The procedures and techniques described are based upon the findings of those who have had experience as conference leaders, and they are methods which have been used with a considerable amount of sucess. The ideas and suggestions presented here are valuable aids for those who wish to make their conference leading more successful.

LEADERSHIP IN DISCUSSION TECHNIQUES - Handout Sheets - STLM-6

A portfolio of 35 handout sheets designed to be given out to the learner during the conference leadership course. Each sheet emphasizes some important information which is presented in the course.

LEADERSHIP IN DISCUSSION TECHNIQUES - Flannel Board Cards - STFC-6

A set of flannel board cards for the leader's use in presentation of the course. Each card is keyed for use with the manual.

Effective Speaking

EFFECTIVE SPEAKING - Leader's Manual - STIM-4

A complete 12-15 hour course designed to improve the ability of supervisory personnel to express themselves. A participation type course which emphasizes "learning by doing." Each lesson is broken down into the Purpose, Materials Needed, Presentation and Application steps. Excellent material for the training of supervisors.

EFFECTIVE SPEAKING - Handout Sheets - STLM-4

A portfolio consisting of a series of 20 handout sheets. These sheets are correlated with the leader's manual and each emphasizes an important part of the course. Each sheet is handed out as the point is covered -- a technique that has proven most effective.

EFFECTIVE SPEAKING - Flannel Board Cutouts - STFC-4

A series of flannel board cuts designed to accompany the leader's manual. Each cutout is on heavy poster board and has been produced in two colors with flock already on the back. Each cutout portrays some important phase of the course and tends to hold the interest of the group and motivates group participation. For information on how to make a flannel board on which to display these cutouts, write your Instructional Materials Laboratory.

Job Methods

JOB METHODS - Leader's Manual - STIM-5

An outlined text on procedures in training personnel to seek and initiate improvements in their daily work by means of finding more efficient ways of completing their tasks. Competence in improving methods of accomplishing work is one of the basic skills needed by every successful supervisor. This job methods training program has been designed as a practical and effective way to help supervisors develop their ideas and put them into use. This skill, like other basic supervisory skills, can be acquired and is necessary in our industrial society which demands efficiency with high productivity.

JOB METHODS - Handout Sheets - STLM-5

A portfolio of handout sheets essential to students to illustrate important points. There are 15 sheets and each sheet is keyed for use in the Leader's Manual, and should be given to learners and participants at the appropriate time.

JOB METHODS - Flannel Board Cards - STFC-5

A set of cards keyed for visual use to enable effective presentation of the course. Each card is designed to stimulate and hold interest, plus the emphasizing of key points in the course.

JOB METHODS - Demonstration Kit - STDK-5

This demonstration kit is used in Session One for performing the Demonstration Job by the proposed or improved method. The kit consists of a fixture with two staplers, two jigs, one stamp pad, one hand stamp, and the necessary cards representing the brass and copper sheets required for the job.

TEACHER IMPROVEMENT

Teacher Improvement

STUDY GUIDE 1, INTRODUCTION TO VOCATIONAL TRADE AND INDUSTRIAL TEACHING (PRE-SERVICE) - TISG-1

This study guide was prepared with the idea of improving teaching and evaluation technique in trade and industrial education. It provides study outlines and references designed to assist the instructor in the vocational education program. Covering only one phase of teacher improvement work, this guide is not intended to be an exhaustive treatment of the area represented by the title of the unit. It should be sufficiently comprehensive, however, to be really helpful to the vocational instructor during his early years of teaching.

STUDY GUIDE 2, INTRODUCTION TO VOCATIONAL TRADE AND INDUSTRIAL TEACHING (IN-SERVICE) - TISG-2

This study guide was prepared with the idea of improving teaching and evaluation techniques in trade and industrial education. It provides study outlines and references designed to assist the instructor in the vocational education program. Since it covers only one phase of teacher improvement work, this guide is not intended to be an exhaustive treatment of the area represented by the title of the unit. It is sufficiently comprehensive, however, to be really helpful to the vocational instructor during his first year of teaching.

HANDBOOK FOR TRADE AND INDUSTRIAL TEACHERS - TISG 1 & 2

Contains the preceding two study guides in a single bound volume.

STUDY GUIDE 3, RELATIONSHIP OF THE VOCATIONAL INSTRUCTOR TO THE COMMUNITY - TISG-3

This study guide will assist the trade teacher in becoming acquainted with duties and responsibilities outside of the shop or classroom by which the community in which he teaches will judge him and his school. It will assist in understanding the problems involved in working out satisfactory solutions.

STUDY GUIDE 13, TECHNIQUES OF DEVELOPING TRADE SKILLS IN STUDENTS TISG-13

The primary purpose of this study guide is to provide practical suggestions for instructors who are interested in imporving the methods they use in developing trade skills in their pupils. Since the demonstration shop lesson is the foundation of any successful method, it has been reviewed in some detail in this material. In this regard, recommendations have been made based on experiment and actual practice in a number of shops in Ohio.

STUDY GUIDE 16, INSTRUCTION SHEET WRITING - TISG-16

The purpose of this guide on instruction sheet writing is to present the correct techniques of writing instructional materials to the beginning vocational instructor and to motivate him to write the various types of sheets he needs.

STUDY GUIDE 18, COLLECTING AND CLASSIFYING INSTRUCTIONAL MATERIALS - TISG-18

This study guide is designed to help vocational instructors obtain valuable teaching aids from many sources and to suggest ways and means of classifying the aids obtained so that they can be easily identified and located for use when needed.

STUDY GUIDE 22, ORGANIZING AND OPERATING TOOL OR STORAGE ROOMS TISG-22

This unit will be most useful to those vocational teachers who need help in planning or reorganizing their tool and storage facilities. When the teacher-trainer discovers such a need, the material included herein will provide an excellent source of information.

STUDY GUIDE 23, ORGANIZING AND USING SHOP PERSONNEL SYSTEMS TISG-23

This study guide is intended to acquaint the vocational instructor with the (1) benefits to be derived from the use of student personnel systems, (2) fields or areas to be supervised by students, (3) duties to be delegated to student supervisors, and (4) details of operating a personnel organization.

STUDY GUIDE 25, ORGANIZING AND CONTROLLING STUDENT GROUPS TISG-25

This guide is intended to help vocational instructors improve themselves and their techniques as leaders which is essential to the successful organizing and controlling of student groups. It also suggests sources of information to which beginning instructors may go for help in their organization problems.

STUDY GUIDE 29, INSTRUCTOR'S RESPONSIBILITY FOR COORDINATION TISG-29

Some of the matters discussed in this guide are (1) basic aims of trade and industrial education, (2) adapting instruction to industrial needs, and (3) instructor's responsibility for coordination. This guide will be an asset to teachers who wish to improve their programs of coordination.

STUDY GUIDE 31, METHODS OF EVALUATING AND RECORDING STUDENTS' PROGRESS - TISG-31

The specific purpose of this study guide is to help the vocational instructor to develop and properly utilize concrete devices to evaluate and record student progress. Two phases of the problem, rating scales and progress charts, are included in this unit.

Teacher Improvement

STUDY GUIDE 32, DEVELOPING AND USING OBJECTIVE TESTS - TISG-32

This course is intended to give shop and classroom instructors a simple and practical presentation of the basic principles of educational measurements as applied to vocational teaching. The plan of treatment provides the vocational instructor with a guide for his individual study and research.

STUDY GUIDE 33, INDIVIDUAL DIFFERENCES - TISG-33

This study guide deals with the individual differences which are inherent in all persons and which are so readily apparent in student groups. The purpose of the discussion in this unit is to bring to the attention of the instructor the existence of these differences, their implications in relation to the preparation of instructional material, and the methods he may use in offsetting them.

STUDY GUIDE 34, RELATION OF STANDARDIZED TESTS TO THE VOCATIONAL PROGRAM - TISG-34

This unit treats the material relating to testing from the standpoint of the vocational instructor who has not had an opportunity to study tests and measurements in a formal class. This material relates largely to the use of standardized tests, especially those which will provide a better picture of the vocational students'abilities and limitations.

STUDY GUIDE 39, EQUIPMENT SELECTION, SHOP DESIGN, AND LAYOUT TISG-39

This study guide is intended to be used so that each member of the class will be working on his own problem, thus he may work singly or as a member of a group interested in a particular problem in shop design, layout or equipment selection. The material presented here suggests the areas that must be investigated before and during the planning and laying out of a successful vocational school or department, its shops, and all related facilities.

STUDY GUIDE 40, EQUIPMENT SELECTION, TRADE TECHNOLOGY, LABORATORY DESIGN AND LAYOUT - TISG-40

Vocational teachers who will benefit most from this unit of study are of two categories:

1. Those who contemplate changing their methods of teaching trade technology from old segregated subject matter areas to laboratory procedures.
2. Those who anticipate building changes or new school construction which will require the planning and equipping of a new laboratory for teaching trade technology.

In accepting this assignment, you are undertaking study in an area where little help can be obtained from published material and each situation requires the analysis and solution of specific problems.

STUDY GUIDE 42, CONFERENCE LEADERSHIP TRAINING - TISG-42

This manual has been prepared as an aid to the prospective conference leader who will be engaged in leading conferences in his own or other organizations. The procedures and techniques described are based upon the findings of those who have had experience as conference leaders, and they are methods which have been used with a considerable amount of success. The ideas and suggestions presented here are valuable for those who wish to make their conference leading more successful.

STUDY GUIDE 43, APPROVED SUPPLEMENTAL WORK EXPERIENCE
TISG-43

This unit has been prepared for the vocational instructor as a guide in acquiring added trade experience or special schooling. Provisions have been made for overcoming any deficiencies in trade background. To realize the goals set forth in this unit, it is necessary for the instructor and the teacher trainer to discuss frankly any existing weaknesses.

STUDY GUIDE 44, METHODS OF KEEPING UP-TO-DATE IN THE TRADE
TISG-44

This guide, plus the actual supplemental work experience, will be of value primarily to instructors in two different classifications; first, to the instructor who has had no direct contact with the trade for several years and who now desires to acquaint himself with current manipulative practices and the technology; second, to the instructor who has had recent contact with the trade, but who is interested in extending his trade skill and knowledge.

UNIT C - TEACHING METHODS AND TECHNIQUES IN TRADE AND INDUSTRIAL EDUCATION

Study Guide C-1 - Questioning Techniques

This study guide has been designed to encourage the instructor to read some of the text materials on oral questioning techniques and enable him to understand and appreciate that the ability to ask oral questions effectively is an art calling for keen insight and a willingness to practice. It also offers the instructor an opportunity to practice asking questions during lessons under the observation of the teacher educator, using the controlled situations as the basis for discussions. Finally, this guide points out that oral questions during lessons have definite purposes.

Study Guide C-2 - Methods Of Group Instruction

This guide will acquaint the instructor with group instruction methods of teaching and help him provide more effective instruction. It will assist the instructor in choosing the most appropriate method of group instruction, encourage him to plan for this instruction, and provide him with an opportunity for practice of these methods.

Teacher Improvement

Study Guide C-3 - Methods of Individualized Instruction

This unit will help the instructor understand and appreciate the need for individualized instruction and familiarize him with the techniques and materials essential to this type of instruction. It will also provide the instructor with some suggestions for dealing with the problems of individual differences, individual needs, and correlation. The instructor will be shown the importance of teaching students how to study, and provided with a suggested study technique which he can teach his students. Finally, the instructor is offered some suggestions for coping with the problem of evaluating individualized instruction.

Study Guide C-4 - Organizing And Conducting Effective Demonstrations

This study guide has been designed to aid the instructor in using the demonstration as a tool for effective teaching. The instructor is acquainted with the importance of a properly planned demonstration, provided several suggested situations in which to practice demonstrations, aided in evaluating the effectiveness of his demonstrations, and helped to recognize when demonstrations can be most valuable in imparting information.

Study Guide C-5 - Principles of Learning

This study guide has been designed to help the instructor understand the learning process and to acquaint him with the processes for developing skills. It will aid the instructor in distinguishing between superficial learning, permanent learning, and in realizing that the capacity to learn varies widely with students.

Study Guide C-6 - Individualized Instruction In The Related Classroom

This study guide is to aid the instructor in providing a study technique he can teach his students. It will help him understand the importance of individualized lessons. There are practical suggestions for supervision and evaluation for the individualized planning. This study guide also contains suggestions on providing individualized instruction when instructional aids are not available.

Study Guide C-7 - Conference Techniques In Teaching

This study guide has been prepared to acquaint the instructor with the conference technique. It will further an understanding of the specific conditions of conference technique and skills of group instruction.

Study Guide C-9 - Use of Laboratory Procedures In Teaching Trade Technology

This unit is to assist the instructor in selecting items of trade information which can be better understood by teaching the principles involved. The study guide can be used in developing laboratory procedures and in showing how appropriate instructional materials can be used to teach principles and their applications.

Study Guide C-10 - Correlation of Shop and Trade Technology Instruction

When one instructor shares instructional duties with another, both should decide the best method of securing instructional correlation. Instructors are obligated to give instruction which will be functional in the lives of their learners. A knowledge of the principle of correlation will provide a means of organizing the instruction in a trade and industrial education program in such a way that it will be more helpful and meaningful to those they teach. This manual was prepared as an aid for acquiring this principle.

Study Guide C-11 - Selection And Use Of Teaching Aids

This study guide will help the beginning instructor to become familiar with certain audio-visual aids which can enrich and strengthen his teaching program. It will assist him in preparation of the aids. The guide will encourage him to learn the sources of the teaching aids he will want to use.

UNIT D - SELECTION AND ORGANIZATION OF SUBJECT MATTER IN TRADE AND INDUSTRIAL EDUCATION

Study Guide D-2 - Trade and Occupational Analysis

The study guide is designed to familiarize the instructor with trade or occupational analysis procedures and terminology. It will help in learning a method of determining what to teach by knowing the values of trade and occupational analysis work in vocational trade and industrial curriculum construction. Finally, this study guide provides opportunity to put the analysis procedures into practice.

Study Guide D-4 - Course of Study Construction

The purpose of this guide is to study the elements and learn the technique of constructing a course of study. It will serve as a master plan for an entire one or two year trade program with the units of work blocked out, plans for their development set down, and an indication of the order in which they will be taken up and how they will be presented. Prerequisites for the study of this program should be the completion of the study guides on Instruction Sheet Writing (D-1), Trade and Occupational Analysis (D-2), Course Outline Writing (D-3), and Preparing and Using Lesson Plans (D-5).

Study Guide D-5 - Preparing And Using Lesson Plans

This study guide can be used by the instructor to identify the characteristics of a good lesson. The "Four Step" lesson plan is explained in this study guide. The "Four Step" plan is applied to shop and other related lesson plans.

Study Guide D-6 - Effective Teaching Of Safety

This guide is designed to assist the shop instructor in setting up and operating a shop safety program. The situations for teaching methods of safety are in this unit. The shop instructor will realize that safety is a con-

tinuous process and will learn technique through the development of committees and teams to assist in making the shop a safe place in which to work. Finally, the study guide will aid in the development of tests and reports for safety programs.

Study Guide D-7 - Developing And Constructing Teaching Aids

This study guide has been prepared to provide the instructor with the basic knowledge needed to construct his own teaching aids. With this help, the instructor will be encouraged to develop teaching aids which will assist in effective instruction and make his job more meaningful and easier in the long run.

UNIT E - SHOP AND LABORATORY ORGANIZATION AND MANAGEMENT

Study Guide E-3 - Developing Appropriate Student Conduct

This unit is to help the instructor realize the importance of the establishment and maintenance of good shop and classroom conduct which is the product of the instructor's habits, conduct, personal appearance, speech, etc. It offers suggestions to the instructor on maintaining good discipline and the latest text materials on the subject of discipline.

Study Guide E-5 - Sponsoring A Vocational Industrial Club

This study guide is designed to help the instructor with the official youth organization of Trade and Industrial Education. It will assist in the organization and operation of the local clubs. This unit contains factual information regarding the Purpose, Pledge, Creed, Symbol, Opening and Closing Ceremony, and other important aspects to help guarantee a strong youth organization.

INSTRUCTOR TRAINING - Leader's Manual - STIM-1 (Also listed on p. 26)
(12 units of instruction, to be covered
in approximately 15 clock hours)

The course outlined here has two basic objectives. First, to provide the future tradesman-instructor with an approved method of instruction based on the laws of learning which will enable him to teach others the related technology or the manipulative skills of his trade.

Second, to build a corps of qualified, trained instructors for trade, public service, and industrial occupations in the adult training field.

A series of charts accompany the instruction plans and are to be used by the instructor trainer as teaching aids in presenting his course of instruction.

The appendix contains hints and suggestions to the instructor trainer for the improvement of the instructor training course and handouts to aid in conducting the course.

INSTRUCTOR TRAINING - Handouts - STLM-1 (Also listed on p. 26)

A portfolio of 19 handout sheets designed to be used in conjunction with the Instructor Training Course (STIM-1). Each sheet "points up" some highly important information contained in the course.

Teacher Improvement

HANDBOOK FOR TRADE EXTENSION TEACHERS - MIS-7

This handbook has been prepared by the teacher educators of the Trade and Industrial Education State Staff as a guide to a four hour training program for trade extension teachers.

The following time allocations are suggested: Organization - 15 minutes, Teaching Aids - 30 minutes, Methods - 30 minutes, 4-Step Method - 2 hours, 45 minutes.

Each participant in a teacher training session should be furnished a copy of this booklet. Also it will be desirable to furnish copies of this booklet to trade extension teachers who are unable to attend an organized training session.

It is hoped that this booklet will stimulate the trade extension teacher to seek further information which will be helpful to him as a vocational education instructor.

OCCUPATIONAL COMPETENCY TESTS - MIS - 10

This booklet is designed as a general guide for those persons who undertake the special assignment of writing a trade competency test for a specialized field, working in collaboration with a teacher trainer, faculty advisor and/or other qualified staff member. The content covers test development procedures, construction of technology and performance tests, test administration procedures, and evaluation of test results.

MANUAL OF STANDARD FORMATS - For Written Instructional Aids - MOSF-1

Preparation of instructional aids for teacher and student use are an important part of a teacher's responsibility. Written instructional materials have taken on many varied styles and formats over the years. This manual is an attempt in standardizing the formats to be used in preparing written instructional materials and also to be used in conjunction with the teacher education program. The formats for the various materials are the result of extensive study on the part of curriculum committees who took into consideration such factors as: organization, presentation of material, economy, simplicity of style, ease of reproduction, and uniformity. In addition to the information on how to prepare written instructional materials, the manual also provides information as to why they should be prepared and suggestions on how they should be utilized by the instructor.

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DIVERSIFIED COOPERATIVE TRAINING

Diversified Cooperative Training

DIVERSIFIED COOPERATIVE TRAINING

Occupational Training Plans - Compilation - TP 1-45 - Bound Set

These forty-five training plans were developed as a valuable aid in conducting more effective cooperative training programs.

A compilation of TRAINING PLANS AND PROGRESS RECORDS, plastic bound in a durable cover, may be obtained for the following trades: Aircraft Mechanics, Automatic Pinspotter Mechanic, Auto Mechanics, Automotive Collision Repair, Baking, Bricklaying, Cabinet Making, Carpentry, Carpet and Linoleum, Cleaning and Pressing, Commercial Cooking, Custodial Work (School), Dairy Processing, Dental Assistant, Dietitians Assistant, Doctor & Dental Assistant, Drafting, Electrical Appliance Servicing, Electric Motor Repair, Electrical Wiring, Farm Machinery Servicing, Floriculture, Furniture Upholstery and Repair, Industrial Maintenance, Industrial Sewing Machine Mechanic, Lithography, Machine Trades, Making and Installing Neon Signs, Meat Cutting, Medical Laboratory Technicians, Monumental Stone Cutting, Motion Picture Projectionist, Painting and Decorating, Photography, Plumbing, Pre-Nursing, Printing, Radio & Television Servicing, Residential Wiring, Sheet Metal Work, Sign Painting, Watch and Clock Repair, Welding, Wheel Alignment and Frame Straightening, X-Ray Technician Assistant.

Each Training Plan and Progress Record is invaluable:

At the time of the first interview of the coordinator with the student, when determining the best possible choice of occupational training;

During interviews with prospective or already participating on-the-job instructors to determine which skills can be taught effectively;

In regular interviews with the student during the course of training, in order to keep the student up-to-date on the progress he is making and the goals that lie ahead;

In follow-up visits at the place of business of the on-the-job instructor, to make certain that the student is having the opportunity to progress from skill to skill within the scope of the facilities;

In the final interview with the student prior to graduation, at which time the record of the student's progress to date can be reviewed and a copy of the Training Plan and Progress Record can be presented to the student as the latter goes from the school to find full time employment.

Any of the above listed occupational training plans can be purchased individually or in a bound volume.

Diversified Cooperative Training

VOCATIONAL EDUCATION IN DIVERSIFIED COOPERATIVE TRAINING-MIS-4

This manual is a description of the objectives, standards, and operating policies of a trade and industrial education program planned to meet the needs of the small community. While several occupations may be included in this program, the individual student receives training in only one; thus the term "diversified" applies to the program as a whole and not to the experience of the student. For those schools and communities that are considering instituting such a program, this manual will be a valuable asset.

D. C. T. REFERENCE MATERIALS - MIS-9

A listing of instructional materials for the teaching of prominent vocational subjects. These materials have been chosen for their general excellence, by committee, and are comprised of publications from most states active in vocational education. Also listed, with the title of each publication, are the reference materials for each, plus the address from which the listed materials may be obtained.

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MISCELLANEOUS

Miscellaneous

VOCATIONAL INDUSTRIAL CLUB OF OHIO (HANDBOOK)

This book is an invaluable aid for new members and officers of the Vocational Industrial Club of Ohio. Each and every member should be presented one of the manuals. It contains the purposes of V. I. C., the Pledge, the Creed, the Opening and Closing Ceremony, etc. The manual contains 89 pages.

OHIO LEGISLATION APPLICABLE TO VOCATIONAL EDUCATION WITH ATTORNEY GENERAL'S OPINIONS - 1956 - MIS-6

A listing from the Ohio Code of Ohio Laws and Attorney General's Rulings affecting Vocational Education. It is designed to help teachers and administrators in Ohio understand the regulations affecting the programs in the public schools.

TEACHING PARLIAMENTARY PROCEDURE - MIS-11

The Parliamentary Procedure booklet is a valuable aid for those wishing to master parliamentary procedure or to develop the ability to participate effectively and correctly in a business meeting, as well as to preside over an ordinary business meeting. This booklet contains lesson plans giving the instructor step by step procedures to follow for teaching a specific skill.

OCCUPATIONAL WORK EXPERIENCE PROGRAM - MIS-17

A description of the objectives and operating policies of an Occupational Work Experience Program planned to meet the needs of the limited academic achieving student. It is anticipated that not only may the Occupational Work Experience Program contribute to the development of the academic under achievers as productive citizens, but that it should eliminate the temptation of assigning this level of student to the regular vocational education programs for which they are not qualified.

Vocational Education Sound Filmstrips

The Divisions of Vocational Education and Guidance & Testing have cooperated in producing three color sound filmstrips with the following titles: "Your Future Through Vocational Education," "Your Future Through Technical Education," "Vocational and Technical Education for a Changing World of Work."

These filmstrips are proving to be of great value to school administrators, guidance counselors, vocational education directors and supervisors, and other educational groups who are concerned with providing high school students and young adults with concrete knowledge relating to the several vocational areas. The dramatic presentations enable the students and others to make more intelligent decisions in planning for an educational program which will lead to employment of their choice.

YOUR FUTURE THROUGH VOCATIONAL EDUCATION

"Your Future Through Vocational Education" is directed to the high school student who is at the point of selecting a vocation, and stresses the importance of choosing the right one. School counselors find this an invaluable aid with which to challenge the student. The program has 144 frames, and is approximately 25 minutes in length.

Record sound film strip	$10.40
Tape sound film strip	15.20
Postage & Handling	.75 for each copy

YOUR FUTURE THROUGH TECHNICAL EDUCATION

"Your Future Through Technical Education" relates the importance and place of the technician in our society, and gives the student an idea of what he must accomplish to become a technician. Specific examples of technician's work, and areas in which they are becoming important are listed. The film has 69 frames and is approximately 15 minutes in length.

Record sound film strip	$ 7.60
Tape sound film strip	15.20
Postage & Handling.	.75 for each copy

Vocational Education Sound Filmstrips

VOCATIONAL AND TECHNICAL EDUCATION FOR A CHANGING WORLD OF WORK

"Vocational and Technical Education for a Changing World of Work" presents a broad view of vocational education and its value for high school students, post high school students and adults who wish to upgrade their job skills. This filmstrip consists of 110 frames and is approximately 19 minutes in length.

Record sound film strip	$10.40
Tape sound film strip	15.20
Postage & Handling.	.75 for each copy

All filmstrips are available in either record or tape versions. Write to the Instructional Materials Laboratory, Trade and Industrial Education, 1885 Neil Avenue, Columbus, Ohio 43210, for descriptive leaflets and prices.

PRICE LIST

Note: Ohio Schools and other Ohio Public Agencies should deduct 20% discount from the following prices

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ELTA-10	.60
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RADIO

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MTLM-2	2.35
MTA-1	1.50
MTA-2	1.50
MTLM-3	1.23
MTIM-4	.96

100 SERIES - MACHINE TRADES JOBS AND JOB SHEETS (Jobs may be purchased individually or in a bound set)

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MJ-203	.15	MJ-216	.30
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LEIM-1	3.25
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CTLM-1	$2.25

SCHOOL BUS DRIVER TRAINING

SBLM-1	$1.25

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C-9	.35	E-5	.23
C-10	.75		

INSTRUCTOR TRAINING

STIM-1	$3.00
STLM-1	.50
MIS-7	.40
MIS-10	.75
MOSP-1	1.70

DIVERSIFIED COOPERATIVE TRAINING

MIS-4	.50
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- Drafting
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- Painting and Decorating
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- Plumbing
- Pre-Nursing
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This 477 page guide has been developed through the cooperative efforts of home economics teachers, teacher educators of universities and the home economics supervisory staff of the State Department of Education. It is adaptable to any home economics program in any state.

The purpose of this guide is to provide a vital program of education which has as its major goal the development of our young people into homemakers and family members. The major outcomes of the program in homemaking must be the improvement and strengthening of home and family living.

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